



**Columbus, Georgia**  
**Georgia's First Consolidated Government**  
Post Office Box 1340 / Columbus, Georgia 31902-1340

## **POLICY AND PROCEDURE**

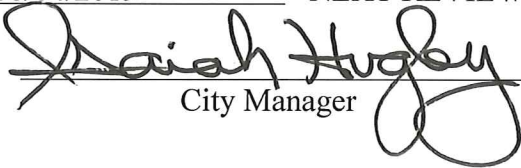
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POLICY NUMBER: 130- 016 EFFECTIVE DATE: Immediately

POLICY TITLE: Columbus Consolidated Government Boards and Commissions Administrative Policy and Procedure - Open Meetings Act Policy /Georgia Law

REVISION DATE: 06/04/2019 NEXT REVIEW DATE: \_\_\_\_\_

APPROVED BY:

  
City Manager

### **STATEMENT OF POLICY:**

The Columbus Consolidated Government/CCG and all affiliate agencies, boards, commissions and organizations shall comply with the Open Meetings Act of the State of Georgia (C.G.A. 50-14-1 et. Seq.) and Section 2-3.1 of the Columbus Code.

This Policy applies to the Columbus Consolidated Government (Columbus / Muscogee County) and all Agencies, Boards, Authorities, Commissions and Committees appointed by the Mayor and/or Columbus City Council, to include any nonprofit organization which receives more than 33 1/3 percent of all of its funds from CCG sources; collectively referred to below as ("Agency").

### **SCOPE:**

Regular Meetings – Post on CCG website and at standard meeting location. The agenda for the meeting shall be made available as far in advance as reasonable possible.

Special Called Meetings – Written or Oral Notice shall be given at least twenty- four (24) hours in advance to the legal organ/newspaper. If meeting under special circumstances and less than twenty-four (24) hours, the special circumstance for providing less than twenty-four (24) hour notice must be stated.

## **RESPONSIBILITY:**

It shall be the responsibility of each Agency to have the designated secretary and/or staff liaison to the Agency provide to the Clerk of Council a notice of all scheduled meetings. The Clerk of Council will serve as the clearinghouse and liaison to the Information Technology Department to have scheduled meetings posted on the CCG Website.

The secretary and/or staff liaison shall submit the minutes of the meetings following each meeting of the Agency. A summary of the subjects acted on and those members present at the meeting shall be available for public inspection within two business days of adjournment of the meeting. After approval by the Agency, the minutes will be provided to the Clerk of Council who shall list all minutes on the Clerk of Council / City Council Agenda for acceptance by Columbus City Council.

## **PROCEDURE:**

Agencies shall have regular meetings at the interval and on day specified by any governing ordinance or by-laws. Unless it is only obligated to meet when there is business to come before it, each Agency should endeavor to adopt an annual regular meeting schedule, which is compliant with any applicable ordinance or by-laws. Regularly scheduled meetings should be held at a standard meeting location. A list of regularly scheduled meetings and the location shall be submitted to the Clerk of Council annually and the Clerk of Council will coordinate with Information Technology to get the meetings posted on the CCG Website (date/time/location). Regularly scheduled meetings will appear on the website and remain on the website until changed.

If an additional regular meeting is scheduled, or if the regular meeting changes for a particular occurrence, then a meeting notice must be submitted to the Clerk of Council at least ten (10) business days prior to the meeting for processing with Information Technology (Georgia law requires seven (7) days). The ten (10) day notice /policy will allow the Clerk of Council three days to process to Information Technology to be posted on the CCG website. Notice of the cancellation of any regular meeting shall be provided to the Clerk of Council as soon as is practicable.

Special Called Meetings (twenty-four hour notice), shall be emailed to the Clerk of Council, followed by a phone call to the Clerk of Council, to ensure proper notification is made to Information Technology and the legal organ. If the meeting, under special circumstance, is less than twenty-four hour notice, an explanation shall be provided to the Clerk of Council by the Board secretary or staff liaison.

## **SUMMARY:**

The Columbus Consolidated Government/CCG and all affiliate agencies, boards, commissions and organizations shall comply with the Open Meetings Act of the State of Georgia, O.C.G.A. 50-14-1 et. seq. in current form or as later amended. A current copy of the Act is attached.